

AI agent readiness review

Readiness dimension	Useful question
Process	Can someone describe the job and its exceptions?
Business	Who decides what a correct result is and owns the outcome?
Data	Are the needed sources accurate enough and accessible?
Technical	Can the tools and permissions support the intended work?
Value	Will useful output outweigh review, cost and maintenance?

Which operating conditions should you establish?

- ☐ A defined, repeatable job.
Explain its normal path and what it must stop or escalate.
- ☐ A named decision-maker.
Someone can settle output requirements and access limits.
- ☐ Observable success criteria.
The team can distinguish correct output from plausible output and measure remaining effort.
- ☐ Review capacity.
A person can inspect results and handle exceptions during the initial period.

How much data preparation is needed?

Data problem	Possible decision
A required field is missing	Ask for it or escalate; do not guess
Two sources disagree	Use the agreed authority or refer to a person
Access is unavailable	Fix the connection or narrow the job
Sensitive material is unnecessary	Exclude it from the workflow